

## ON-SITE SUPERVISION OF STUDENTS POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

### **RATIONALE**

The Currajong School recognises that students with special needs may require additional supervision. Providing reasonable adjustments and adequate supervision of students in the school yard is a requirement of the school's duty of care. The school will normally satisfy the duty of care for the on-site management of students outside of the normal timetabled class time by allocating responsibilities for supervision to different staff. The Principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances of the school, and all staff are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury. The Currajong School's Intervention program works most effectively when feedback (in regard to pro-social or inappropriate behaviour) to students is provided as close as possible to the behaviour occurring. As such, a high staff/student ratio is provided to supervise students in the playground.

### **GUIDELINES**

As part of its duty of care, the school is required to adequately supervise students for a defined period before school, at recess time and lunch time and after school. This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the staff should reasonably have foreseen) and against which preventative measures could be taken. The Principal and all staff at The Currajong School are expected to maintain a high standard of care in relations to its students. The duty requires the Principal and all staff to take all reasonable steps to reduce risk including:

- Provision of suitable and safe premises
- Provision of an adequate system of supervision for a defined period before school, during class time, at recess time, lunchtime and after school
- Parents/carers are regularly informed about supervision available before and after school
- Sufficient staff are available to supervise the departure of students at the end of the school day

- Ensuring that staff supervising departures are not to be called away for other duties without alternative supervision being arranged
- Implementation of strategies to prevent bullying
- Ensuring that medical assistance is provided to a sick or injured student

It is essential parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information should be clearly provided to parents/carers on a regular basis.

## **IMPLEMENTATION**

- The school day begins at 9.00am and finishes at 3.00 pm. The yard will be supervised before school from 8.45 am, and after school until 3.10 pm.
- Yard supervision will include before school, recess and lunch breaks, and after school
- A yard duty roster will be used to timetable staff members for yard supervision
- Staff must supervise students in their classrooms, and staff must supervise when students are moving to and from different areas of our school. This includes to other classes, toilets etc
- In determining whether supervision of students entering or exiting our school is adequate, the principal or their nominee will consider a number of factors including:
  - a) Which entry/exit points should be or are used by students
  - b) Whether any entry or exit points should be locked, designated as out of bounds, or supervised
  - c) Road traffic conditions
- Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning
- Each staff member will be required to do yard duty as set out in the yard duty roster
- Yard duty staff must, at all times, act as positive role models to students, e.g. in demonstrating desirable Sun Smart behaviour, social and play skills, and school values
- The yard duty roster will be made available to all staff
- The Principal and Assistant Principal are responsible making any changes to the yard duty roster
- Students will not be dismissed before the bell
- Students who arrive late, unaccompanied by an adult, will have their time of arrival recorded for attendance on Sentral, and the parent/carer will be notified if the classroom teacher/principal deems this necessary
- Students will not be allowed to remain in rooms without direct staff supervision

- When the weather is unsuitable for the students to go outside during breaks, they will remain in classrooms. On these occasions a specific indoor duty timetable will be implemented
- Staff members who are aware that they cannot fulfil their yard duty are required to discuss this matter with the Principal or Assistant Principal
- Staff members on yard duty will monitor and respond appropriately to student behaviour in accordance with school policies

## RESOURCES

- Timetables provided for all staff and prominently displayed in the staffroom, classrooms and are available on the staff server
- Provisions at office of a school diary for sign in/out register regarding late arrival, early departures and parents notification to the school of changes to pick up arrangements

## ON-SITE SUPERVISION OF PROCEDURES

### PLAYGROUND DUTY

- *Punctuality:* Staff are required to be punctual in starting playground duty. Toilets need to be unlocked for the day by 8.45.
- *Mobility:* Staff are expected to maintain a high profile and move about so that students are aware of their supervision. All play areas, inside programs and toilet areas should be regularly checked. Teachers are allocated to specific area's for duty and a staff member will be allocated 'yard roaming'
- *Intervention:* If a problem arises, staff should intervene as quickly as possible and additional help sent for immediately when required. Under no circumstances are students permitted to leave the school grounds during the day. Should they do so, the Principal must be informed immediately so that parents, and in certain circumstances the police, can be notified. See: *Unauthorised Student Departure from School.*
- *Help:* Students requesting help with a problem should always be listened to so that they do not become discouraged and fail to approach staff when an issue is serious. Balls which go outside the school grounds can only be retrieved by an adult.

- *Confiscation:* If a student has items unsuitable for the playground these must be confiscated. Dangerous or inappropriate items or sums of money must be returned to parents and not to students.
- *Communication:* If conditions on the playground change i.e. a fallen branch, clear messages which enhance safety should be given to students before play commences.
- *Availability:* All students need to be supervised in all areas of the playground, the staff on duty should **be in their allocated area** , and involved in playing or refereeing games e.g. cricket or football. Students are not permitted to be inside the buildings during breaks unless they are taking part in the Inside Program'. All learning areas should be locked during breaks.

### **SUPERVISION BEFORE AND AFTER SCHOOL**

The School will provide staff supervision for students arriving before school between 8.45 am and 9.00 am.

The School will provide staff supervision for students after school between 3.00 pm and 3.10 pm.

This information is provided to parents/carers on a regular basis via the parent handbook and school newsletters. Outside of these times, the supervision and/or the collection of students is the responsibility of the parents/guardians.

Sufficient staff will be allocated by the school Principal or their nominee to supervise students during these periods.

If a staff member is called away to other duties, alternate supervision arrangements will be put in place in consultation with the Principal or their nominee.

In order to maximise safety during the school day, the pedestrian (blue) gate on Olive Street is open for limited times only i.e. 8.45 – 9.00am and 3.00 - 3.10pm. This allows the majority of arrivals at school and departures at the end of the day to proceed smoothly. At all other times the Darling Road entrance should be used. This allows a gate entry system and screening of all visitors - as well as keeping our students safely within the school grounds.

If for any reason a child needs to be collected during the day, parents/carers need to come to the office to sign the child out and a staff member will arrange for the child to come to the office for collection.

At the end of the day all students must wait inside the school grounds to be collected. Students still at school after 3.10pm should be supervised in the office. The staff on duty remains so until all students have been picked up or until responsibility has been clearly hand to another staff member.

When picking up a child after school we ask that parents/carers wait on Olive Street. This will also avoid the danger of a child running across the road to a car.

All special transport arrangements i.e. trams/taxis or going home with another family must be noted to the school office, and via Seesaw to the classroom teacher. Families should also inform the office staff, as teachers may not see emails or messages during the school day. Students may not be offered transport home without the express permission of their parents.

### **INSIDE PROGRAM AT BREAK TIMES**

There is an Inside Program available to students who prefer to participate in more sedate activities like card games or puzzles and for students who benefit from the calmer environment of being inside to assist them to self-regulate if they are struggling to cope with the stimulation of the playground.

- Generally, up to two students from each class group may be given a pass to use during breaks, though additional students may be permitted at the Principal's discretion.
- Students with passes to have names on the pass board at the start of each break. If they are not on the board they will be considered to be out of bounds.

### **SUPERVISION AT RECESSES AND LUNCH TIME**

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a yard duty roster will be created allocating teachers to supervise students on our grounds during these times.

Details of the roster are communicated to staff via the staff noticeboard, and all staff are given a copy of the roster.

Parent/carer requests for students to leave the school premises during lunch or recess must follow sign in/out procedures, and parents will have full responsibility of their child.

### **SUPERVISION OF STUDENTS OUTSIDE DURING CLASS TIME**

There are occasions when a student may be on the playground during class time. This could be due to the child requiring 'calm down' time, or a quick break from the class to assist them to regain concentration and to focus on their lessons. The student must be accompanied by a staff member when having a short break from class.

Any student who is out of the class without permission is to be supervised.

### **UNAUTHORISED STUDENT DEPARTURE FROM SCHOOL**

When a student departs from school without authorisation, the parent/guardian should be informed as soon as reasonably possible.

Where there is reasonable concern for the student's safety or the safety of others, notification should also be made to the Victoria Police.

Please note the following steps to be taken if a student leaves the school without permission:

- Inform parents/guardians immediately and advise them of the situation and that we are required to contact the police.
- Check nearby streets as unobtrusively as possible so as not to alarm the student and possibly result in him/her running across a road. Ensure that the school buildings and grounds have been thoroughly checked.
- A call should then be made to the Malvern Police Station (8823 5600) and a report made that a student has left the school grounds and is either missing or has been located and is in a nearby street. (Police must be informed as a matter of priority if child returns voluntarily to school)
- *Have details ready re the student's details including date of birth, parents' names and contact details. A description will be required of the student and, if possible, of clothing worn. A photo may also be required.*
- When the student returns to school or is returned to school by the police, he/she will need to be collected and taken home for the remainder of the day
- Any student who leaves the school without permission will be given the next day at home as a Reset Day to reinforce the gravity of this behaviour
- Any discussion between students in the school of an incident of running away should be strongly discouraged
- A meeting with parent/s will be required to discuss the seriousness of the incident before the student is permitted to come back into school
- An incident report should be completed with all details of the incident including any information from the student as to why they left the school, where they planned to go and any other details which may be useful. This will be recorded on Sentral
- Parents should be encouraged to inform the child's therapist of the incident if the child is receiving counselling from an outside provider or agency
- See Exclusion/Expulsion Policy in regarding repeated absconding

### **EARLY DEPARTURE OF STUDENTS PRIOR TO DISMISSAL TIME**

Students are only permitted to leave the school prior to dismissal time with the express permission from their parents/carers. The school must be notified by the parents/carers, and this information is to be recorded in the school diary located in the office.

## **ARRANGEMENTS FOR STUDENTS NOT COLLECTED AFTER SCHOOL**

Parents/carers will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/carers. Students remaining in the school yard awaiting collection after 3.10pm will be directed to the office to wait for collection.

If it becomes known that a student who is normally collected from school, remains at school well beyond the normal time of collection, attempts will be made to contact the parents/carers, or the emergency contact person identified by the parent/carer in the school records.

Where all reasonable attempts have been made to locate the parent/carer and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.

Information about the whereabouts of the student will be left with appropriate friends or neighbours of the student, if known, and members of the school community.

## **EVALUATION**

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.